

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110031-1

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OF-099	
1. TITLE OF REPORT (If a fill-in report include Form No.) Budgetary Analysis - OF					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	LOGISTICS	TRAINING	SECURITY	ADMIN. GENERAL	
	MEDICAL		<input checked="" type="checkbox"/> FINANCE		OTHER (specify)	
4. NO. OF COPIES PREPARED 2	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 2		
7. FORMAT (memorandum, form computer print-out, etc.) Form	8. ADP PROCESSING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT HR 30		
10. PREPARING COMPONENT (include lowest level contributing information to report) OF/SS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Obligation Status Report machine listing prepared by OCS			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR	
GS-05	\$3.15	1/2	\$ 1.58	12		\$ 18.96
GS-10	5.75	4	23.00	12		276.00
GS-13	9.94	1/2	4.97	12		59.64
GS-15	12.84	1/4	3.21	12		38.52
GS-18	17.07	1/4	4.27	12		51.24
		5 1/2	37.03			\$ 444.36
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR					\$ 444.36	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Required to inform D/Finance status of obligations and funds.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> OTHER (explain)					MAN-HOURS	DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION
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